

Recruitment Pack

Head of Governance (Monitoring Officer)

October 2024



Cheshire
Fire & Rescue Service

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www.cheshirefire.gov.uk

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A message from the Chief Fire Officer and Chief Executive



Alex Waller
Chief Fire Officer
and Chief Executive,
Cheshire Fire and
Rescue Service

Dear Candidate

Thank you for your interest in our forthcoming selection process for the role of Head of Governance.

Cheshire Fire and Rescue Service has transformed in recent years to become one of the most respected fire and rescue services in the United Kingdom, acknowledged by many accolades, awards and progressive initiatives. Our mission is simple: to be an outstanding Service where there are no deaths, injuries or damage from fires, and other emergencies.

Our core strength in achieving this is our people. Attracting the best staff to work for Cheshire Fire and Rescue Service is fundamental in enabling us to deliver our strategic aims while maintaining a close connection with our communities. This strength is underpinned by a strong set of values that illustrate our culture and collective desire to be inclusive, do the right thing, act with compassion and make a difference in whatever way we can, for as many people as we can.

In these turbulent times against the recent backdrop of the pandemic and economic challenge, the need for strong leadership and a clear vision for how we continue to assign resources to engage with our communities and people has never been so important. As such we are looking for an exceptional candidate to join us on our journey towards being outstanding.

As Head of Governance, you will be a key component of the overall governance of the Service and Fire Authority. You will work closely with all of the Service Leadership Team and be pivotal in dealing with Members of the Fire Authority. You will report directly to me.

To be successful you will need to demonstrate a strong track record of visible leadership and delivering results as well as a wholehearted commitment to inclusion, staff engagement and the ability to maximise the performance and potential of our staff and services. You will also need to demonstrate your understanding of the strategic and political issues affecting the Service and be willing to work flexibly as a member of the Senior Leadership Team. This role provides an exciting opportunity for an experienced professional with a proven track record of achievement.

If you think you are ready for this new challenge, then we would welcome an application from you and wish you every success in the selection process.

Yours sincerely

Alex Waller
Chief Fire Officer and Chief Executive

Living and leading in Cheshire

Cheshire is a county of contrasts, making it not only one of the most rewarding and exciting areas to lead a fire and rescue service, but also one of the best places in the country to live.

Operational landscape

Your challenge as Head of Governance will be to support colleagues so that the Service can keep everyone who lives, works and spends time in Cheshire safe. The county's rich industrial, agricultural and social heritage brings with it a unique and complex set of response, prevention, protection and resilience demands, including:

- the highest number of Control of Major Accident Hazards (COMAH) sites in the UK, including major petrochemical, chemical, nuclear and pharmaceutical manufacturing and processing plants
- critical national energy infrastructure, including oil and gas supply lines, the huge oil refinery at Stanlow, gas, coal and waste fired power stations, onshore windfarms and solar installations
- some the country's most important heritage assets, including more than 140 Grade I listed buildings and countless other sites of historic importance
- significant transport and distribution infrastructure, including the M6, M62, M56 and M53 motorways and 877km of urban and rural A roads handling 5.9bn vehicles a year, the West Coast mainline and HS2 route and the approaches to two international airports



- flooding and water rescue risks posed by the rivers Mersey, Dee, Weaver, Dane and Bollin. There is also the Manchester Ship Canal, a wider canal network covering 92 miles and other expanses of inland water
- the expansive Cheshire plain, Dee estuary marshes, forests at Delamere and Macclesfield and parts of the Peak District National Park at increasing risk of fires driven by climate change
- mass visitor attractions such as Chester Zoo, and shopping, leisure and theme parks, as well as major social and sporting events like Creamfields, Car Fest North, Chester Races and the Cheshire Show
- diverse social needs and a prevention plan that recognises an aging population in the relatively affluent rural parts of the county, at the same time as pockets of high deprivation and disadvantage in industrial and urban areas.

Quality of life

Although the operational landscape might present challenges, living in Cheshire will reward you in lots of different ways. With its vibrant city and bustling towns, stunning natural landscape and wealth of things to do, there is no better place to enjoy your free time.

Cheshire boasts:

- the UK's biggest and most visited zoo at Chester, as well as leisure centres, country parks, museums, the UK's only complete circuit of medieval city walls, National Trust properties and other attractions to keep all the family entertained
- a rich cultural programme with countless festivals and venues in Chester, Warrington, Crewe and Macclesfield staging plays, touring productions and events all year round
- a lively social scene with cafes, bars and restaurants lining high streets and squares and excellent country pubs throughout the county
- miles of walks through breathtaking countryside and forests
- major horse racing and equestrian events, football and rugby league games, golf tournaments and several half and full marathons
- first class shopping at the Cheshire Oaks designer outlet, Chester's unique two-tiered city centre rows and at Warrington
- excellent road and rail links, with Liverpool, Manchester and North Wales on your doorstep and London and the Lake District less than two hours away
- a thriving sub-regional economy and employment opportunities for anyone relocating to Cheshire with you, with leading manufacturers, major distribution hubs, financial institutions and a growing science and research community.

Advertisement

Appointment of Head of Governance (Monitoring Officer)

Based at the Cheshire Fire and Rescue Service Headquarters, Winsford, Cheshire.

Salary - £78,465 to £86,078 (pay award pending)

Cheshire Fire and Rescue Service is a high performing, innovative and progressive organisation that has high ambitions for the service that it provides to the communities and people of Cheshire.

Following a recent review of our Service Leadership Team the new role of Head of Governance (Monitoring Officer) has been created. Reporting to the Chief Fire Officer and Chief Executive, and as a key member of the Service Leadership Team, this influential senior role is an exciting and varied opportunity for an experienced senior legal professional. The postholder will ensure that expert legal advice is provided to the Service and the Fire Authority ensuring they act lawfully and fulfil their statutory responsibilities and maintain suitable governance arrangements to aid effective decision making and long term planning.

To apply for this role you will need to be a practising solicitor or barrister with post-qualification experience within the public sector as a Monitoring Officer. You will need to possess detailed knowledge of local government law and relevant political arrangements, demonstrate high levels of integrity and have experience of effectively working across professional and organisational boundaries and in partnership with a wide range of stakeholders, including local politicians.

The successful candidate will be responsible for liaising with the joint Police and Fire Legal Services team in relation to the commissioning and monitoring of appropriate legal advice and support to the Service and Fire Authority and will also lead the Service's internal Governance team which includes executive support, democratic services and information compliance, so experience of managing high performing teams and managing budgets is essential.

As well as being an excellent communicator and having a commitment to diversity and inclusion, we are seeking exceptional individuals with sound judgement, and the ability to assimilate and explain complex information and provide constructive challenge and fresh thinking.

As a highly inclusive employer, we welcome applications from candidates from a wide variety of backgrounds, especially those who are currently under-represented within our workforce such as females, applicants with a disability, and individuals from minority ethnic backgrounds, but notwithstanding this, appointment will be based solely on merit and the selection process is designed to give everyone, regardless of background, an opportunity to demonstrate their suitability and readiness to be the new Head of Governance (Monitoring Officer).

Full details about the post are available in a Recruitment Pack available on the [Cheshire Fire and Rescue Service website](#).

To apply candidates are required to submit a CV accompanied by a supporting statement of up to 2,000 words, that demonstrates suitability and provides relevant examples against the job description and person specification. These should be emailed to **recruitment@cheshirefire.gov.uk** quoting job reference number **46/24/HOG**.

For an informal discussion about the role please contact Laura Flanagan on 01606 868 810 or 07929 784 791, to arrange a telephone call with Alex Waller, Chief Fire Officer and Chief Executive.

Closing Date: **5pm Monday 4 November 2024**

Selection Process Overview

The selection of the Head of Governance (Monitoring Officer) will be undertaken by Members of Cheshire Fire Authority's Staffing Committee. The process will also involve members of the Senior Leadership Team.

To apply candidates are required to submit a CV accompanied by a supporting statement of up to 2,000 words, that demonstrates suitability and provides relevant examples against the job description and person specification.

Stage One – 22 November 2024, tbc

- Interview with the Chief Fire Officer, Director of Governance (this post will be replaced by the advertised role) and Head of People and Organisational Development

Stage Two – 2 December 2024, tbc

- Presentation to Members of the Staffing Committee on a topic given prior to the interview
- Interview with Members of the Staffing Committee

Reasonable Adjustments and Accommodations

It is important that you consider at an early stage of the process if you would like to request arrangements that will assist you in completing the selection process. For example, in relation to disability; a neurodiverse condition such as dyslexia; pregnancy; religion or belief; or injury etc. Any requests for reasonable adjustments will be treated with the utmost confidence.

For support or further information please email: recruitment@cheshirefire.gov.uk

Post Process

The successful candidate will be issued with a conditional offer and will undergo pre-employment checks including medical and references prior to the issue of a formal offer of appointment.

Feedback will be available to both successful and unsuccessful candidates upon request after the process has concluded.

Job Description and Person Specification Head of Governance (Monitoring Officer)

Job Description

Job Title:	Head of Governance (Monitoring Officer)
Location:	Cheshire Fire and Rescue Service Headquarters Winsford, Cheshire
Grade/Role:	SM8
Responsible to:	Chief Fire Officer and Chief Executive

Job Purpose

To act as Monitoring Officer, ensuring that expert legal advice is provided to the Service and the Fire Authority. To be an active member of the Service Leadership Team and to work closely with the Chief Fire Officer and Chief Executive and Head of Finance (Section 151 Officer).

To ensure that suitable governance arrangements are in place and maintained. To support the work of the Fire Authority, leading on the decision-making arrangements.

To manage/oversee the Executive/corporate support, Democratic Services and Information Compliance functions.

Principal Responsibilities

1. To act as the principal legal adviser to the Service and Fire Authority, ensuring that both receive the advice and support that they require for effective decision making.
2. To work collaboratively with the Joint Legal Service (provided to Cheshire Constabulary and the Service) to ensure that the day-to-day provision of legal support meets the requirements of the Service and Fire Authority.
3. To fulfil the statutory role of Monitoring Officer, ensuring that the Service and Fire Authority fulfil their statutory obligations and act lawfully.
4. To advise on and execute all legal documents on behalf of the Service and Fire Authority.

5. To, when required, act as the lead legal adviser to North West Fire Control.

6. To take a lead role in promoting and maintaining high standards across the Service and Fire Authority; dealing with Member conduct (training, declarations, complaints etc.)

7. To work closely with the Chief Fire Officer & Chief Executive and the Head of Finance (Section 151 Officer) to ensure that appropriate governance arrangements are maintained.

8. To be an active member of the Service Leadership Team, contributing to the strategic direction of the Service and Fire Authority and supporting the delivery of corporate objectives.

9. To maintain and support effective decision-making arrangements for the Service and Fire Authority, ensuring that the Fire Authority and its committees, panels etc. comply with legal requirements, the Authority's Constitution, and take into account applicable guidance and best practice.

10. To support Members of the Fire Authority, ensuring that they receive the information and advice that they need in order to function effectively; as well as promoting and maintaining positive and constructive working relationships between officers and Members (reinforcing the requirements of the Member/officer Protocol).

11. To manage/oversee the functions that fall within the remit of the postholder, ensuring the effective leadership, management and development of staff, so that high quality services can be delivered in a timely and efficient way.

12. To manage and monitor the budget/s that fall with the remit of the postholder.

13. To manage/oversee key corporate processes that fall within the remit of the postholder, e.g. complaints, freedom of information requests.

14. To act as Senior Information Risk Owner (SIRO), or as Deputy Senior Information Risk Owner.

15. To represent the Service at meetings, events, awards ceremonies etc. at a regional and national level, as required.

Core Responsibilities of All Staff

Personal Performance	To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.
Personal Accountability	To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.
Core Values and Behaviours	To encourage and promote the values of Cheshire Fire Authority, and the Fire and Rescue Service's Core Code of Ethics by acting with integrity and honesty and complying with the required standards of conduct.
Equality, Diversity and Inclusion	To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy and to work consistently to embed equality, diversity and inclusion within the Service.
Safeguarding	To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding within the Service. Including fulfilling your responsibility to report and record any safeguarding concerns you become aware of.
Health and Safety	<p>To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.</p> <p>To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.</p>
Environment	<p>To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.</p> <p>To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.</p>

N.B. Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the area covered by Cheshire Fire and Rescue Service.

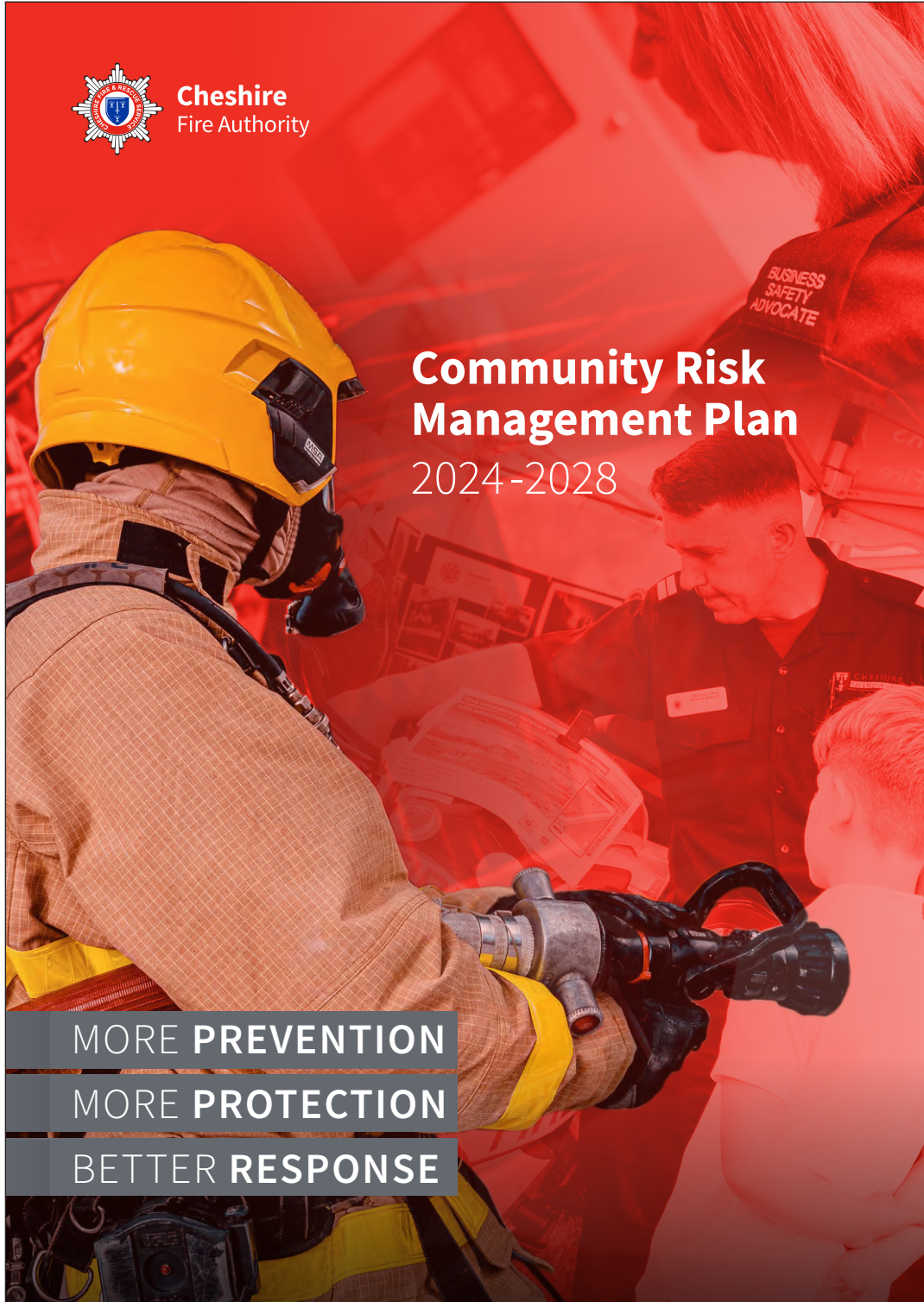
Person Specification

Job Title: Head of Governance (Monitoring Officer)

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
Qualifications/Experience		
First Degree or equivalent	●	
Masters Degree or equivalent post-graduate study		●
Practising Solicitor or Barrister	●	
Leadership / Management Qualification		●
Post-qualification experience in the public sector	●	
Proven post-qualification experience as a Solicitor of Barrister	●	
Post-qualification experience working for an emergency service		●
Experience of the role of Monitoring Officer	●	
Experience of working with local politicians	●	
Experience of commissioning and managing services delivered by external providers		●
Experience of effectively working across professional and organisational boundaries and in partnership with a wide range of stakeholders	●	
Experience of operating at a senior level within an organisation, e.g. involvement in strategic decision-making and policy making	●	
Experience of successfully managing high performing teams	●	

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
Knowledge and Skills		
Detailed knowledge of local government law	●	
Knowledge and understanding of political arrangements in the public sector	●	
Knowledge of the law and statutory frameworks associated with the fire and rescue service and Fire Authority		●
Ability to effectively manage departmental and corporate budgets	●	
Knowledge and understanding of project management principles and delivery	●	
Broad knowledge of corporate governance in a public sector context (including risk management)	●	
Ability to provide constructive professional challenge in order to drive forward performance and improvement	●	
Well-developed consultation, negotiation and influencing skills across a range of stakeholders	●	
Able to communicate and present information effectively, orally and in writing to suit a range of different audiences	●	
Demonstrates an understanding and commitment to diversity, equality and inclusion in the workplace	●	
Knowledge of the Senior Information Risk Owner role		●
Ability to analyse complex information and produce pragmatic advice/guidance to SLT and the Fire Authority	●	
Resilience and ability to deliver when working to competing deadlines	●	

Community Risk Management Plan 2024-2028



Click [here](#) for the Community Risk Management Plan 2024-2028

Annual Action Plan 2023-2024



Cheshire
Fire Authority



SAVING LIVES

CHANGING LIVES

PROTECTING LIVES

**Annual
Action Plan**
2023 - 2024

www.cheshirefire.gov.uk

[Annual Action Plan 2023 - 2024](#)

HMICFRS Inspection Report 2023-2025



Fire & Rescue Service 2023–25

Effectiveness, efficiency and people

An inspection of Cheshire Fire and Rescue Service

[HMICFRS Inspection Report 2023 - 2025](#)



Our Vision is a Cheshire where there are no deaths, injuries or damage from fires and other emergencies.

Our Mission is to help create safer communities, to rescue people and protect economic, environmental and community interests.

We will deliver this through our
Core Values

Being Inclusive

By acting fairly, with integrity, respect and without prejudice.

Doing the Right Thing

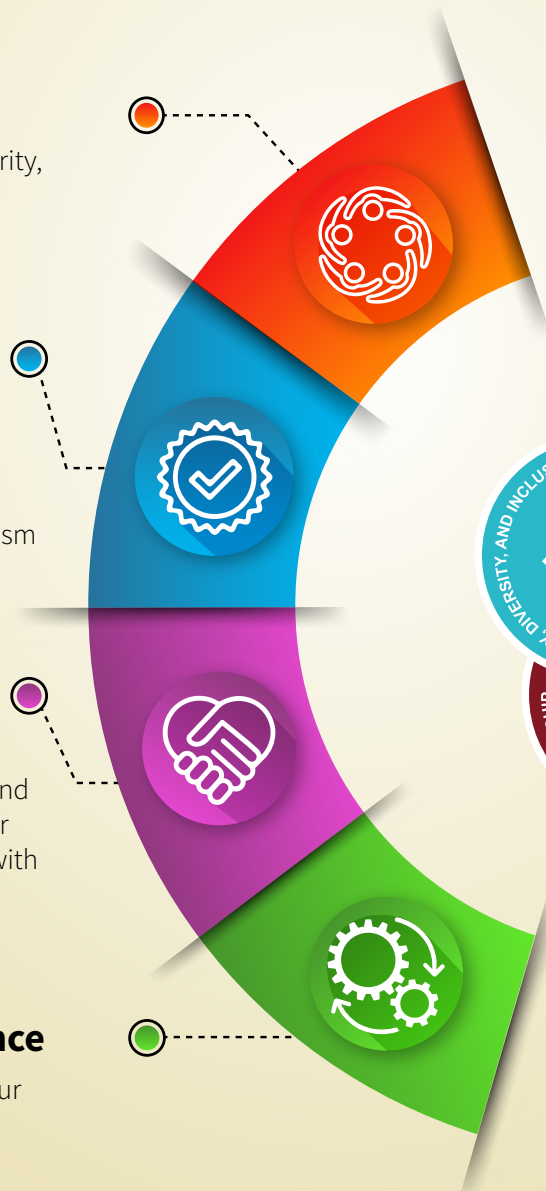
By holding each other to account for ensuring high standards of professionalism in everything we do.

Acting with Compassion

By being understanding and offering help to each other and to our communities with warmth, patience and kindness.

Making a Difference

By making an impact in our organisation and in our communities in whatever ways we can, for as many people as we can.



Recognising the Fire and
Rescue Service's
Code of Ethics



NFCC
National Fire
Chiefs Council